Position Profile

Family: Athletics
Level: PR6
Position Profile Title: Specialist 2-Chief Ath Asst
Salary Grade: 8
Salary Range:
  Minimum: $81,168.00
  Midpoint: $111,636.00
  Maximum: $142,104.00

PROFILE SUMMARY:
Positions in this profile provides specialized expertise and coordination of projects, and activities that support the head coach of an OSU Athletics Program. They provide expertise in talent identification, opponent strategy and interact with internal and external stakeholders to build program support.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Specialist 2-Chief Ath Asst are the responsibility to serve as the chief assistant to the Head Coach, providing confidential research, analysis, consultation and project management of talent identification, and opponent strategy.

PRIMARY POSITION RESPONSIBILITIES:
1. Leads efforts on behalf of the Head Coach on identifying athletic, academic, and leadership talent in the recruiting process.
2. Utilizes existing networks and creates new networks to pre-screen talent for position coaches.
3. Acts as subject matter expert for specific sport in offensive and defensive systems, terminology, personnel, and film breakdown analysis.
4. Provides analysis and manages pre-screening of opponent game film.
5. Engages student athletes in workshops such as resume writing, networking and career fairs.
6. Participates in collaborative external relationships including alumni relations/engagement and industry to expose student athletes to opportunities with companies, internships, trades, former student-athlete networks, professional networks, etc.
7. Participates in outreach and engagement efforts of alumni including website, social media, and event and program management to engage OSU alumni athletes.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedent and practices.

Decisions have major implications on the management and operations of an area within a department; the job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Donors and Alumni
- Student/Parents
- Other External Agencies and Institutions
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ACCOUNTABILITY:  
Results are defined by sports program and head coach; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

RELATIONSHIPS WITH OTHERS:  
Collaborates and interacts within the Dept/Unit and Externally to:  
  • Exchange routine, factual information and/or answer routine questions.  
  • Exchange detailed information or resolve varied problems.  
  • Access and/or work with sensitive and/or confidential information.  
  • Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.  
  • Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.  
  • Resolve conflict, negotiate or collaborate on major projects.  
  • Handle sensitive issues and facilitate collaboration at the highest level.  
  • Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:  
Bachelor’s degree in field related to assigned work.

Coaching or assistant coaching experience at the collegiate or professional level.

DISCLAIMER:  
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.